



DEB Notice 080122
(Effective: 08/01/2022)

2022 Edition - Construction & Professional Services Manual - Revision 0

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 0 of the 2022 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 1 of the 2021 Edition was issued on 03-01-22.

This and other recent editions of the CPSM are available on [DEB's website](#) for viewing or download.

II. Summary of Changes

The changes incorporated into Revision 0 of the 2022 Edition of the CPSM are as follows:

A. Chapter 1 – Introduction

General

Revised Section 1.0 to clarify the CPSM chapters and sections that comprise the content of the A/E Manual.

B. Chapter 2 – Definitions

Revised the following definitions:

“A/E Manual”

“Minority Individual”

“Minority-owned Business”

“Sealed Bid”

“Small Business”

“VCCO”

“Women-owned Business:

Added the following definitions:

“Historically Black Colleges and Universities”

“Service Disabled Veteran”

“Service Disabled Veteran-Owned Business”

C. Chapter 3 – Architectural and Engineering Services

Standard / Prototype Structures

Added Sections 3.1.1.2.2 & 3.1.1.3.2 for approval of the use of a Standard / Prototype design and A/E design responsibilities.

Procurement Procedures for Professional Services

Revised Section 3.1.1.4 for High-risk Contract Review by the DGS Division of Purchases and Supply and the Office of the Attorney General.

A/E Term Contracts

Revised Section 3.1.8.4 for maximum Project costs, maximum Project Order fees, maximum aggregate limit of Project Order fees per term, and maximum number of additional Contract Terms for renewal.

D. Chapter 4 – Code and Technical Requirements for All Buildings on State Property

Code Clarifications

Added Section 4.1.2.18 for Electrical Coordination Analyses.

Added Section 4.1.2.19 for In-Building Emergency Communications Coverage.

Other Federal or State Regulations

Added Section 4.4.6 for Shielded Outdoor Light Fixtures.

Market Value for a Building (Executive Order 45)

Revised Section 4.7.1, option 2 for determining market value for a building using Form DGS-30-600 “EO-45 Existing Building / Structure Market Value Worksheet”.

State Building Official

Added in Section 4.19.1 “Virginia Commercial Space Flight Authority” to list of State agencies that are designated as authorities.

Temporary Structures

Revised Section 4.19.3.3.5 for Application for Permit for Amusement Devices.

Prototype Structures

Added Section 4.19.3.7 for Prototype Structures.

Construction Inspection

Revised Section 4.20 to add Structural Observations.

E. Chapter 5 – Project Submittal Standards

Project Manual / Specifications Arrangement

Revised Section 5.3.3 to add written statement of Structural Observations and Form CO-13.1d, Final Report of Structural Observations.

Design Initiations / Pre-Design Conference

Added In-Building Emergency Communications Coverage, Electrical Coordination Analyses requirements, and Commissioning to sample topics for Design Initiations / Pre-Design Conferences under Section 5.5 “Design Approach”.

Schematic Drawings

Added statement documenting public safety wireless communications to the Title Sheet in Section 5.6.2.4.1.

General Requirements for Preliminary Drawings

Revised Section 5.7.2.9.1 to add the list of applicable Structural Observations to the Title Sheet.

Revised Section 5.7.2.9.1 to add a statement documenting public safety wireless communications to the Title Sheet.

Revised Section 5.7.2.9.2 to add floodplain boundaries and associated information to the Site Drawings.

Revised Section 5.7.2.9.19 to add floor plans showing In-Building Communications infrastructure to Electrical Drawing requirements.

Requirements for Working Drawings

Revised Section 5.8.6.2 to add the list of applicable Structural Observations to the Title Sheet.

Revised Section 5.8.6.2 to add a statement documenting public safety wireless communications to the Title Sheet.

Revised Section 5.8.6.3 to add floodplain boundaries and associated information to the Site Drawings.

Revised Section 5.8.6.12 to add range of selective coordination to be provided in the delegated design Electrical Coordination Analyses to Electrical Drawing requirements.

Revised Section 5.8.6.12 to add floor plans indicating In-Building Communications infrastructure and associated information to Electrical Drawing requirements.

Structural and Special Inspections

Added Section 5.15.4 for Structural Observations.

Electrical Coordination Analyses (Shop Drawings) Review

Added Section 5.17 for review of the Electrical Coordination Analyses.

F. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

Separate Contracts for Material and Equipment

Revised Section 6.0.4 to reference the APSPM and Chapter 7.

Building Efficiency Ratios

Revised Section 6.1.2.4 for adjustment to building efficiency ratios for high-rise buildings.

Lighting Design

Added Section 6.16.9.1 for Shielded Outdoor Light Fixtures.

G. Chapter 7 – Construction Procurement and Administration

Construction Procurement

Revised Section 7.0.1.2 for High-risk Contract Review by the DGS Division of Purchases and Supply and the Office of the Attorney General.

Material Procurement from Other Sources

Added Section 7.0.1.4 for other sources that may be used for procurement of Owner provided materials.

Bid Bond

Revised Section 7.0.7.1 to remove requirement of prequalification of contractors and clarify contract value requiring bid bond.

Performance Bond and Labor and Materials Payment Bond

Revised Section 7.0.7.2 to clarify contract value requiring performance bond and labor and materials bond.

Guidelines for Construction Manager “At Risk” Procurement

Revised Section 7.2.2 to add contracting for Structural Observations.

Design-Build (DB) Procurement

Revised Section 7.3.1.1 to add contracting for Structural Observations.

Design-Build Procurement – Prototype Building

Revised Section 7.3.2 to reference Section 4.19.3.7 for Prototype design.

General Procedure for Developing Job Orders

Revised Section 7.4.5 to add contracting for Structural Observations.

Construction Contract Administration

Revised Section 7.6.17.4 for Other Inspectors to add procurement of structural observers.

Revised Section 7.6.17.7 for Substantial Completion Inspections.

Revised Sections 7.6.17.8 and 7.6.17.9 to add Form CO-13.1d, Final Report of Structural Observations.

H. Chapter 8 – Capital Outlay Planning and Project Approval

Capital Outlay Project Implementation Process

In Section 8.2, clarified that copies of both the CO-3 and MOU shall be sent to DEB

Schematics

In Section 8.4.8, clarified that form CO-4 is not required in CM or DB.

Preliminary Submittal

In Section 8.4.9, clarified that form CO-5 is not required in CM or DB.

Working Drawing Submittal

In Section 8.4.10, clarified that form CO-6 is not required in CM or DB.

CO Forms Capital Outlay Submission Summary

Revised Section 8.6 to delete option of submitting forms in “Paper” format and to clarify that Forms CO-4, CO-5, and CO-6 are not required in CM or DB.

Revised Section 8.6 to add Form CO-13.1d, Final Report of Structural Observations.

Non-Capital Construction CO Forms Summary

Revised Section 8.7 to delete option of submitting forms in “Paper” format.

Revised Section 8.7 to add Form CO-13.1d, Final Report of Structural Observations

Reports

Revised Section 8.8 for list of reports.

I. Appendix D- Basis of Design Narratives

Schematic Basis of Design Information

Added requirements for Electrical Coordination Analyses and In-Building Emergency Communications System.

Preliminary Basis of Design Information

Added requirements for Electrical Coordination Analyses and In-Building Emergency Communications System.

J. Appendix F- Checklist for Opening Bids

After Bid Opening is Complete

Clarified Section F.3(5) for all bid amounts.

K. Appendix N- Project Inspection

Checklist of Project Inspector / Clerk of the Works Duties

Revised Section N.3(4) for coordinating structural observations.

L. Appendix Q- Quality Assurance Checklists

Quality Assurance

Revised Section Q.2 forms to add for Form CO-13.1d, Final Report of Structural Observations and the written statement for structural observations.

M. Appendix S – DEB EDR Process - Document Submittal Requirements

Electronic Drawings

Added clarification to require text font with graphically different characters.

Identified location on each drawing and project manual cover to be reserved for State Building Official Approval Stamp.

Errata, as follows:

<u>Section</u>	<u>Erratum</u>
General	Throughout the Manual, revised DREFM to DRES (Division of Real Estate Services) consistent with the DGS reorganization. Updated email address for DRES.
1.3	Revised “General Guide to Key Form Submittals” for Preliminary Phase Capital Pool JOC form (Form CO-5).

4.4.3	Revised the words “toilet fixtures” to “water closets” consistent with the Virginia Plumbing Code.
5.18	Revised CPSM Section Number for “Master Plans: Site and Utility Plans”.
6.16.9.2	Revised CPSM Section Number for “Parking Lot Lighting”.
Appendix F	Revised the words “Form of Proposal” to “Bid Form” in Section F.2(3).
Appendix N	Updated list of referenced standards included in Section N.2.

Changes to CPSM Forms:

In addition to the Manual revisions, proper, related capital outlay and building official forms are updated on a continual basis as modifications are needed. The following forms have been revised (Rev. 07/22) and can be downloaded from the DGS Forms Center:

DGS-30-000		DEB Forms Master List
DGS-30-018	CO-3a	Terms & Conditions of AE Contract
DGS-30-020	CO-3.1	A/E Term Contract
DGS-30-048 & 052	CO-6a & CO-6b	Structural & Special Inspections
DGS-30-054	CO-7	General Conditions
DGS-30-055	CO-7a	Instructions to Bidders
DGS-30-056	CO-7DB	General Conditions (DB)
DGS-30-057	CO-7CM	General Conditions (CM)
DGS-30-199	CR-1	Project Planner
DGS-30-199-Example	CR-1 – Example	Project Planner Example
DGS-30-220	Bid Form	
DGS-30-260		MOU for AE Contract
DGS-30-300		RFP for AE Services
DGS-30-304		RFP for AE Term Contract Services
DGS-30-360		Small Business Participation Data
DGS-30-461	CO-9CM	CM Pre-Construction Services
DGS-30-466		RFQ for Construction Services
DGS-30-467		CM @ Risk - RFP Template
DGS-30-470		DB - RFP Template
DGS-30-505	CO-7aJOC	IFB for Job Order Contracting

The following forms have been added (07/22) and can be downloaded from the DGS Forms Center:

DGS-30-214	Transmittal- Supplemental Construction Pool Funds
DGS-30-320	Electrical Analysis Verification
DGS-30-600	EO-45 Exist. Building Market Value

A complete listing of the current revision of each form is provided on [Form DGS-30-000](#). Forms are available for download from the [DGS Forms Center](#).